**Appendix H**

**Statement of Qualifications Template**

**Instructions**

*Applicants must submit a Statement of Qualifications using this template. The Statement of Qualifications should highlight your teams’ qualifications, skills and relevant research experience. Please limit your submission to no more than six (6) pages, 11-point font, and 1” margins.* ***Applicants may remove instructions in blue, italicized font in this template.***

**Introduction**

*Provide a brief history of your organization, including the number of years it’s been active, its mission, and key accomplishments.*

**Team Members**

*Provide a description of the lead members of the project team, along with highlighting their qualifications and relevant experience. Limit to four team members. For each member, include the following information:*

* **Name**, **title, and/or role in the project** *(e.g., manager, assistant manager, etc.)*
* **Number of years with the organization**
* **Number of years conducting relevant work** *(if different from number of years with the organization)*
* **Relevant projects***: List any projects the team member has worked on that are directly related to the proposed work, including key roles and responsibilities.*

**Case Studies**

*Provide up to four (4) case studies that best represent your team’s relevant research experience. For each case study, include the following details:*

**Case Study: *(Project Name)***

* **Start and End Dates:** *(month and year to month and year, or “Ongoing”)*
* **Project Description:** *Provide an overview of the research project, including the objectives, research questions, and the context in which the project was conducted.*
* **Research Methodology:** *Describe the research design, sampling strategy, data collection methods, and approach to data analysis.* *This should include any tools, techniques, or frameworks used during the research process.*
* **Key Findings and Outcomes:** *If the project is complete, summarize the key findings, conclusions and any tangible or intangible outcomes. Include any recommendations or implications for practice, policy, or future research. If ongoing, describe the expected outcomes based on the current progress.*